

George C. Marshall Space Flight Center
Marshall Space Flight Center, Alabama 35812

ISO-RS21-1 Baseline February 15, 2000

ORGANIZATIONAL WORK INSTRUCTION

Office of the Chief Financial Officer

RS21

FUNDS CONTROL PROCESS

Approving Authority:	NAME coriginal signed by>	TITLE	ORG	DATE
	David K. Bates		 RS01	2/15/00

CHECK THE MASTER LIST AT

http://cfoweb.msfc.nasa.gov/cfowww/iso9ka.htm
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		2/15/00	

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1. SCOPE

- 1.1 Scope. This Organizational Work Instruction (OWI) is applicable to the Fiscal Control Office within the Accounting Operations Office of the Office of Chief Financial Officer (CFO).
- 1.2 Purpose. The purpose of this OWI is to establish the detailed procedure that will be used to conduct the funds control process within the CFO.
- 1.3 Applicability. This OWI applies to personnel within the Fiscal Control Office who are responsible for the funds control process for the CFO.

2. APPLICABLE DOCUMENTS

NASA FMM 9230 Accounting for Allotment Authorization and Resources Authority

NPG 1441.1C Records Retention Schedules

3. DEFINITIONS

None.

4. INSTRUCTIONS

The detailed procedure for performing the funds control process is outlined in the Attachment.

5. NOTES

None.

6. SAFETY PRECAUTIONS AND WARNING NOTES

None.

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7. APPENDICES, DATA, REPORTS, AND FORMS

None.

8. QUALITY RECORDS

The Allotment Authorizations (NASA Form 504) and the Resources Authorization Warrants (NASA Form 506) are the quality records generated by this process. They are retained for three years in accordance with NPG 1441.1C, Schedule 9, Uniform File Index (UFI)# 9230. The records custodian is the Team Lead, Fiscal Control Office.

9. TOOLS, EQUIPMENT, AND MATERIALS

None.

10. PERSONNEL TRAINING AND CERTIFICATION

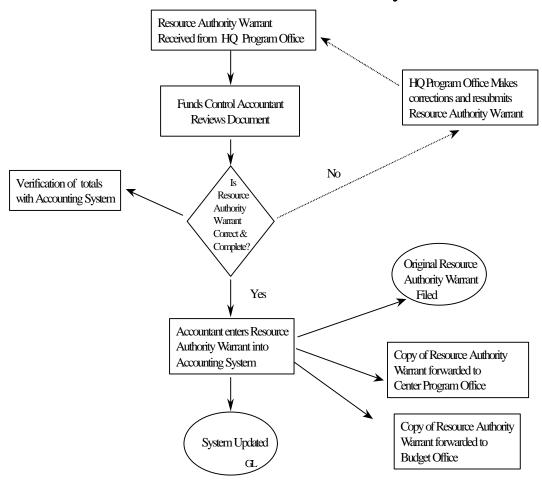
None.

11. FLOW DIAGRAM

See Attachment.

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Installations Record Resource Authority Warrant

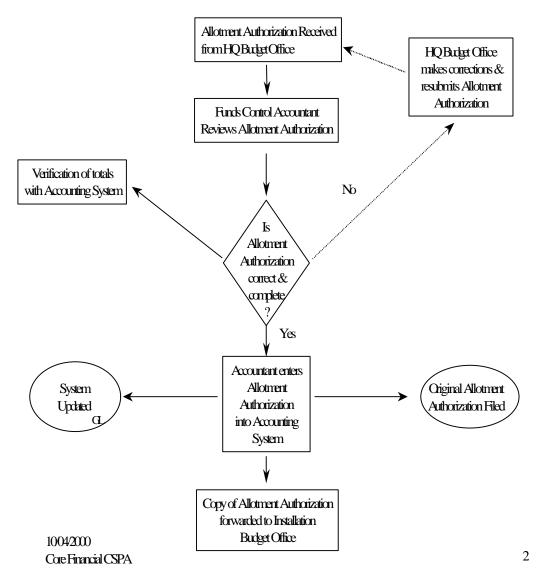


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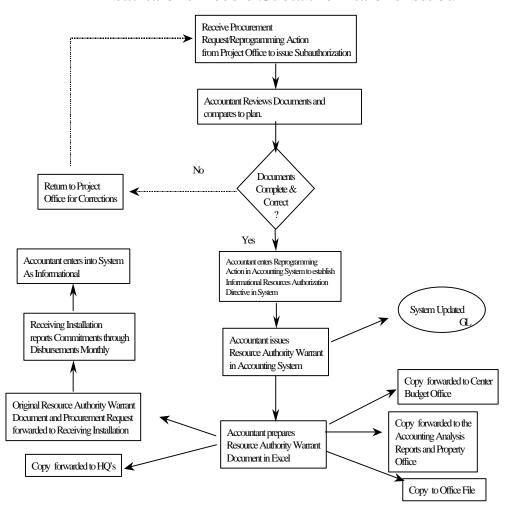
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Installations Record Allotment Authorization



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Installations Record Subauthorizations Issued

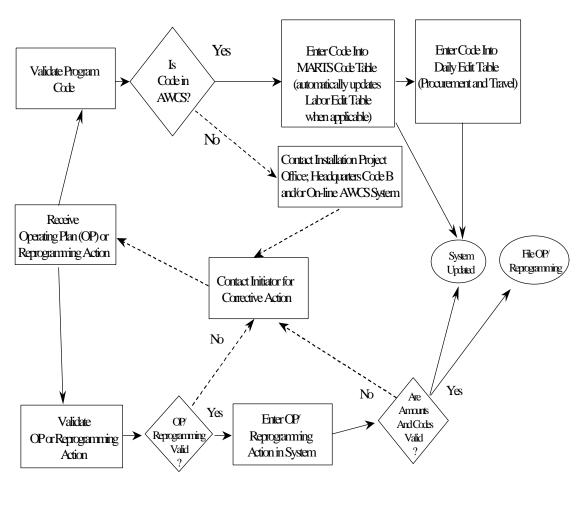


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Installations Allocate Funds Per Operating Plan



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